

## OnCorps Reports 2013-14

Name of Report	Who Completes It?	When is it due?	What goes in the report?	How is information in this report used by OVCS?
<b>Virginia Monthly Report</b> <i>REQUIRED</i>	Program Director	6 <sup>th</sup> workday of each month	<ul style="list-style-type: none"> <li>Sustainability efforts for the month</li> <li>Program challenges for the month</li> <li>Special events descriptions</li> <li>Describe a member's role, with member response included</li> </ul>	<ul style="list-style-type: none"> <li>To assess program's efforts towards eventual sustainability</li> <li>To determine areas of technical assistance to consider</li> <li>To stay aware of milestone events</li> <li>To learn more about members</li> </ul>
<b>Periodic Expense Report</b> <i>REQUIRED</i>	Fiscal Director	8 <sup>th</sup> workday of each month	<ul style="list-style-type: none"> <li>Amounts requested for reimbursement by line item</li> <li>Match amounts expended or realized for the month</li> <li>If there are obvious anomalies for that month, include comments</li> </ul>	<ul style="list-style-type: none"> <li>Determine if CNCS and match amounts are being expended proportionally</li> <li>Determine if expenditure is warranted for amounts listed</li> <li>Determine if program is meeting spending targets each month</li> </ul>
<b>Program Income Report</b> <i>ONLY IF PROGRAM INCOME IS RECEIVED</i>	Fiscal Director	8 <sup>th</sup> workday of each month (for programs that have Program Income)	<ul style="list-style-type: none"> <li>Name of income source</li> <li>Amount of program income received for the month</li> <li>Source type</li> <li>Income type (cash/in-kind)</li> </ul>	<ul style="list-style-type: none"> <li>Track source and amount of program income to determine monitoring needs</li> <li>Compare program income reporting to approved program income statement (at beginning of program year)</li> </ul>
<b>Performance Measures Progress Report</b> <i>REQUIRED</i>	Program Director	6 <sup>th</sup> workday of October, January, April, July, and October (again)	<ul style="list-style-type: none"> <li>Progress by quarter towards each measure</li> <li>Must include actual vs. target</li> <li>Should provide qualitative and quantitative data on outputs and outcomes each quarter</li> <li>Should explain how you will meet goals/outputs/outcomes for which you are behind</li> </ul>	<ul style="list-style-type: none"> <li>Reports through April are used for completing the Grantee Progress Report that OVCS must submit to CNCS in May</li> <li>Progress towards meeting measures is used in determining technical assistance options</li> <li>All reports for the Program Year are used to complete the end-of-year Grantee Progress Report that OVCS must submit to CNCS in December</li> </ul>

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<b>Aggregate Financial Report</b> <i>REQUIRED</i>	Fiscal Director	<b>Two working days after final PER of quarter approved</b>	<ul style="list-style-type: none"> <li>Information from PER's populates the AFR each quarter</li> <li>Program Income that is not used for match must be entered in the AFR</li> </ul>	<ul style="list-style-type: none"> <li>The AFR information is entered into e-Grants by OVCS fiscal staff at several points throughout the program year</li> </ul>
<b>Service and Volunteer Report</b> <i>REQUIRED</i>	Program Director	6 <sup>th</sup> workday of October, January, April, July, and October (again)	<ul style="list-style-type: none"> <li>Primary documentation point for clients served/beneficiaries</li> <li><b>Single location to report Number of New Volunteers:</b> <i>A volunteer should only be counted in one quarter. This should count only volunteers associated with the AmeriCorps program.</i></li> <li><b>Single location to report Number of Volunteer Hours:</b> <i>A volunteer may have hours counted in multiple quarters.</i></li> </ul>	<ul style="list-style-type: none"> <li><b>Volunteers and Volunteer Hours are reported by OVCS to CNCS, the Governor of Virginia, posted on the DSS website, and published in our annual reports. They are some of the most important pieces of data involved in this program. This is primarily because the addition and use of volunteers as a result of AmeriCorps members significantly magnifies the return on investment of these Federal Funds. Properly documenting volunteers in the Service and Volunteer Report is crucial.</b></li> </ul>
<b>Program Progress/CNCS Initiatives</b> <i>REQUIRED</i>	Program Director	6 <sup>th</sup> workday of October, January, April, July, and October (again)	<ul style="list-style-type: none"> <li>Using the CNCS Strategic Goals from the 2011-15 Strategic Plan, discuss program success in working towards one or all of the strategic goals. Programs should find strategic goals early in the program year that match with their program activities</li> </ul>	<ul style="list-style-type: none"> <li>These targeted responses are used by CNCS in mid-year and end-of-year reporting to provide specific data (quantitative and qualitative) on the Virginia portfolio's support of CNCS strategic goals. Therefore, the relevancy of this reporting to CNCS goals by programs strengthens the overall impact of what OVCS reports.</li> </ul>

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<b>Demographics</b> <i>REQUIRED</i>	Program Director	6 <sup>th</sup> workday of October, January, April, July, and October (again)	<ul style="list-style-type: none"> <li>Numerous categories are reported, a separate sheet taken from e-Grants is attached to describe each and there is an information sheet in OnCorps as well.</li> <li>Some programs will not have data to complete each part of the demographics report, but should enter what is available and create methods to capture what is asked for in the report.</li> </ul>	<ul style="list-style-type: none"> <li>This is reported directly to CNCS at least twice a year by OVCS.</li> </ul>
<b>Successes and/or Challenges</b> <i>REQUIRED In Monthly Report</i>	Program Director	As part of monthly report	<ul style="list-style-type: none"> <li>Monthly reports discuss event challenges and systemic or global challenges.</li> <li>Program Successes that extend beyond the other reports. For example, creating a new partnership because of service.</li> </ul>	<ul style="list-style-type: none"> <li>Required categories on mid-year and end-of-year Grantee Progress Reports to CNCS.</li> <li>Both successes and challenges are used as evaluation tools by OVCS and CNCS for areas where additional effort could help, or where existing policy/effort is hindering.</li> </ul>
<b>Best Practices</b> <i>REQUIRED In Monthly Report</i>	Program Director	As part of monthly report	<ul style="list-style-type: none"> <li>Programs place to describe why the actions they are taking with their program deserve recognition, and could help others.</li> <li>Promote the innovation in your program.</li> </ul>	<ul style="list-style-type: none"> <li>Directly reported in mid-year and end-of-year Grantee Progress Reports</li> <li>Used in weekly reports to the Governor</li> <li>Used in Volunteerism Newsletter</li> </ul>

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<b>Great Stories</b> <i>REQUIRED OF MEMBERS</i>	Members, promoted by Program Director	Ongoing throughout Program Year	<ul style="list-style-type: none"> <li>Member descriptions of the impact of their service on themselves, their beneficiaries, the community, and the state.</li> </ul>	<ul style="list-style-type: none"> <li><b>Hugely important tool</b> that is used in weekly reports to the Governor, newsletters, annual reports, and analysis of program impact and strength by OVCS staff. Programs without great stories may not have great experiences for the members.</li> </ul>
<b>Volunteer Mobilization</b> <i>Program Director can require of Members</i>	Members, promoted by Program Director	Ongoing throughout Program Year	<ul style="list-style-type: none"> <li>Event-specific volunteer documentation by members.</li> </ul>	<ul style="list-style-type: none"> <li>More this information is used by Program Directors to complete Service and Volunteer Reports</li> <li>The eventual totals of volunteers and hours are used as described in Service and Volunteer Reports by OVCS</li> </ul>
<b>Civic Engagement Activities</b> <i>Program Director can require of Members</i>	Members, promoted by Program Director	Ongoing throughout Program Year	<ul style="list-style-type: none"> <li>Member documentation of specific activities that promote civic engagement. An example may be creating a cross-organizational volunteer opportunity, or enabling community involvement through member actions.</li> </ul>	<ul style="list-style-type: none"> <li>When promoted by Program Directors, these reports are used by OVCS to better understand member activities and get to know individual member abilities. Program Directors may choose to require these to gather specific info needed.</li> </ul>